Accessing Computer-Based Training

Use this guide to access online training. Users must complete before attending classroom training.

Process Steps

1. Access the site using the link provided to you via e-mail.

2. Click on *(Login)* at the top, right side of the screen.

    -   The *Returning to this web site? - Is this your first time here?* screen is displayed.

3. Enter the Username and Password you created for use on the site.

4. Click *Login*.

    -   The *Welcome* page displays.

5. Click *Courses* within NAVIGATION on the left side of the screen.

    -   The *Courses* page displays.

6. Click on *RI UHIP Computer Based Training*.

    -   The *RI UHIP Computer Based Training* page displays. Available CBTs are listed.

7. Click on the CBT module you wish to access.

    -   The *Enrollment Options* screen displays.

    Click *Enrol Me*.

    -   The *Summary* screen displays, presenting a brief overview of the course.

8. Click *Enter*.

    -   The CBT loads.

9. Click *Enter Course*.

    -   The user may complete the CBT, working at his/her own pace to advance the screens.